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**ABSTRACT**

Pamphlets are a useful way of presenting alternative sources of information to disadvantaged adults. Pamphlets are easy to handle and to read, inexpensive, and provide current information of various topics of interest. This brief guide lists sources of free or inexpensive pamphlets and describes various methods for their display in the library, including specifications and costs of several commercial display racks. Pamphlets may either be circulated or given away to patrons. The advantages of both methods are discussed and procedures suggested. As with the other library guides in this series on services to disadvantaged adults, the Appalachian Adult Education Center's Life Coping Skills Materials List is presented and suggested as a basic list of subject areas for any collection geared toward disadvantaged adults. (SL)



LIBRARY SERVICE GUIDES

3

*Appalachian  
Adult  
Education  
Center*



THE USE OF

PAMPHLETS

WITH

DISADVANTAGED ADULTS

## **APPALACHIAN ADULT EDUCATION CENTER**

**Public Library Training Institutes  
Library Service Guide No. 3**

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

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## **USING PAMPHLETS WITH DISADVANTAGED ADULTS**

by

**Susan K. Schmidt**

**Appalachian Adult Education Center  
Bureau of Research and Development  
Morehead State University  
Morehead, Kentucky**

**January, 1974**

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## PAMPHLET GUIDE

Pamphlets are a useful way of presenting alternative sources of information to disadvantaged adults need. Librarians are becoming aware of new ways to use pamphlets to serve this group of patrons.

DEFINITIONS		HOW?	
<p><i>Pamphlet</i>—a small, informative, unbound print publication.</p> <p><i>Coping Skills Materials</i>—materials with information for solving daily life problems. See the AAEC <i>Life Coping Skills Categories and Subcategories</i> for subject examples.</p> <p><i>Disadvantaged Adult</i>—anyone 16 or older who reads below the tenth grade level, or whose income is below poverty level.</p>		<p>HOW?</p> <p>WHY?</p>	<p>Pamphlets can be used in many different service programs in your library. Consider alternative ways to display and circulate them as offered in this Guide and by other libraries.</p> <p>Pamphlets can be used as an excellent source of coping skills information by disadvantaged adults to help them in understanding and solving their daily life problems.</p> <p>Pamphlets:</p> <ul style="list-style-type: none"> <li>—are easy to read</li> <li>—are easy to handle</li> <li>—are often colorful and illustrated</li> <li>—are easy to display and make accessible</li> <li>—are an easy introduction to print</li> <li>—are short and concise</li> <li>—are less frightening than a hard-bound book</li> <li>—are inexpensive or free</li> <li>—contain how-to-do-it information</li> <li>—present current and new ideas and facts</li> <li>—provide a greater choice of solutions to problems</li> <li>—provide nontechnical explanations</li> <li>—contain information on one aspect of a broader topic</li> </ul>
<p>WHO?</p>	<p>The public service staff of the library will review different ways of displaying and circulating pamphlets to encourage disadvantaged adults to use them.</p>		
<p>WHERE?</p>	<p>Wherever you serve disadvantaged adults: in the library, in the bookmobile, in adult basic education classes, in adult learning centers, by mail, and in deposit collections.</p>		
<p>WHEN?</p>	<p>Immediately. As you are planning to expand your services to disadvantaged adults and are drafting your new budget, give consideration to use of additional pamphlets and racks and other equipment to display them.</p>		

## PAMPHLET GUIDE

CONSIDERATIONS IN USING PAMPHLETS	—provide alternative sources of coping skill information  There are several things to consider before you provide pamphlets for use by disadvantaged adults.  ● Where do you get them?  ● What do you do with pamphlets after you get them?  Where do you put them?  How do you display them openly?  What equipment is available, and how much will it cost?  Where is the best place to display pamphlets?  ● Do you give them away or circulate them?  If you are going to give them away, how many on what topics will you need to acquire and store?  How will you circulate them? Will you charge fines?  Banks, insurance companies, foundations, government offices, businesses and agencies serving disadvantaged adults are possible sources of pamphlets.	You can check the following sources of free or inexpensive pamphlets. Each source is arranged by subject and lists the source of the pamphlet, price and reading level.  Educators Progress Service Inc. Randolph, Wisconsin 53956  ● <i>Educators Guide to Free Guidance Materials</i> . Annual. \$7.50  ● <i>Educators Guide to Free Health, Physical Education and Recreation Materials</i> . Annual. \$8.00  ● <i>Educators Guide to Free Science Materials</i> . Annual. \$8.25  ● <i>Educators Guide to Free Social Studies Materials</i> . Annual. \$9.50  <i>Free and Inexpensive Learning Materials</i> . 15th ed. 1970. Division of Surveys and Field Services George Peabody College for Teachers Nashville, Tennessee 37203. \$3.00  <i>Sources of Free and Inexpensive Educational Materials</i> . Field Enterprises, Inc., Educational Division, 1955. \$5.00  President's Committee on Consumer Interests. <i>Consumer Education: Bibliography</i> . For sale by Superintendent of Documents. 65 cents.
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## WHERE DO YOU GET PAMPHLETS?

## PAMPHLET GUIDE

WHERE DO YOU PUT PAMPHLETS?	HOW DO YOU DISPLAY PAMPHLETS?	The main thing to remember when you consider ways of displaying pamphlets is to keep them face up. Disadvantaged adults will respond to material that is displayed out in the open rather than shelved. This shows the user that these materials are there for him to touch, to use, to take.
<p>You may also want to check the following magazine columns which list free or inexpensive pamphlets:</p> <p><i>Booklist</i>, "Free and Inexpensive Materials."</p> <p><i>Good Housekeeping</i>, "Booklets Worth Writing For."</p> <p><i>Library Journal</i>, "Items of Interest."</p> <p><i>Publisher's Weekly</i>, "Pamphlet Listings."</p> <p><i>Wilson Library Bulletin</i>, "Write for These."</p> <p>It is easier for a librarian to use and keep track of all pamphlets in a vertical file, but this is not making them useful to disadvantaged adults. A disadvantaged adult who is afraid to go to a shelf for a book will not go to a closed file for a pamphlet. When pamphlets are placed in the open, disadvantaged adults are more likely to use them. You can store unused or extra pamphlets arranged by coping skills areas in the vertical file.</p> <p>The same problem of availability is encountered when pamphlets are put in boxes or shelved along with hardbound books. Disadvantaged adults are generally too timid or lack library expertise to find them.</p>		<p><i>Display Tables</i></p> <p>One way of displaying pamphlets is to spread them out on a conspicuous table. You may have to limit the pamphlets to one or two coping skills subjects based on the information needs of your community. If you limit the subject, change the display frequently. Label each pamphlet by coping skill area such as Health, Aging, Housing, Consumer Economics, etc.</p> <p><i>Display Racks</i></p> <p>There are advantages to using a display rack for your pamphlets.</p> <ul style="list-style-type: none"> <li>• Racks make pamphlets neat and appealing to the user.</li> <li>• They allow you to separate the pamphlets by coping skills categories for easy retrieval.</li> <li>• Large racks can display a great number of pamphlets.</li> </ul>

## PAMPHLET GUIDE

- Small racks can be placed in different locations throughout the library.

- They come in a variety of sizes and prices:

*Cardboard Paperback Racks* make excellent inexpensive display racks for pamphlets. They are made by publishing companies to display paperbacks, and are usually thrown away or mailed back to the publisher after the books are sold. Get in touch with your local paperback wholesale dealer or bookstore and ask if you can have the used racks.

A *Hand-made Display Rack* was made for the Floyd County (Kentucky) Bookmobile for about \$12.00. It consisted of a large sheet of one-fourth inch plywood nailed to the checkout counter on the bookmobile. One-half inch thick plywood strips were nailed at a 45-degree angle across the length of the rack to form the shelves. Smaller pieces were placed as dividers to separate the pamphlets on the shelves. Finally a piece of wire was stretched across the back of each shelf to keep the pamphlets from falling off.\*

\*For a more complete description of the rack, write to Roland Jones, ABE Library Project Director, Floyd County School System, Prestonsburg, Kentucky 41633.

### Commercial Racks

If your budget allows you to purchase new equipment, you might consider buying a pamphlet display rack.

They come in three styles:

1. large free-standing floor racks
2. small table or counter-top racks
3. wall racks.

There are a variety of racks available in many sizes. The following list of library and office suppliers gives examples of the kinds of racks available:

Butler Industries  
637 Central Avenue  
East Orange, New Jersey

The greeting card rack can be used as a pamphlet rack. It is made of metal about two feet high and can sit on a table or circulation desk. It costs about \$14.00. (Model number C793B)

Gaylord Brothers, Inc.  
Box 61  
Syracuse, New York 13201

There are several kinds of display/browsers made by the Mar-Line Displays Inc. which are available through Gaylord Brothers.



# PAMPHLET GUIDE

## TABLE TOP RACKS

### WALNUT TABLE RACK



MHD2 counter unit (3 shelves),

6 dividers ..... \$26.00  
engraved nameplate ..... +\$3.50

### WALL RACKS



### COUNTER/WALL RACKS

CW1 4 1/2" I.D. 1 piece capacity \$4.25 each (6 minimum)  
CW2 9" I.D. 2 pieces capacity \$6.25 each (6 minimum)  
CW3 13 1/2" I.D. 3 pieces capacity \$8.25 each (3 minimum)  
CW4 18" I.D. 4 pieces capacity \$10.25 each (3 minimum)

## FREE-STANDING FLOOR RACKS

### MM2/M LITERATURE MERCHANDISER



Base, pole, top for 2 poster sides, 1 poster,  
2 headers ..... \$95.00

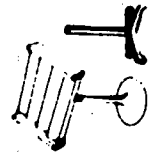


2 shelves, back panel, 6 dividers,  
additional per side ..... \$47.00



3 shelves, back panel, 9 dividers,  
additional per side ..... \$55.00

### W4/M LITERATURE MERCHANDISER



Base, pole, top with 16 dividers  
"Information Center" copy ..... \$129.00  
(specify trumpet base or 4 footed base)

### W4/ML

As above with larger shelf capacity.  
..... \$149.00  
(specify trumpet base or 4 footed base)

### CM2/M LITERATURE MERCHANDISER

Base, pole, 3 poster frame top,  
3 headers, 1 poster ..... \$195.00



Formica back panel, 3 literature racks,  
9 dividers, additional per side  
..... \$59.00

Highsmith Company, Inc.  
P. O. Box 25  
Fort Atkinson, WI 53538

## TABLE OR COUNTER TOP



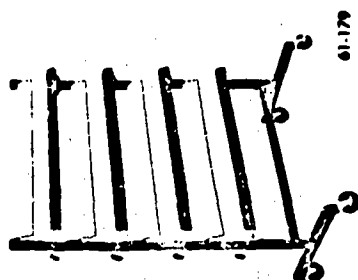
61-152

### PAMPHLET RACK

Fifteen 4 1/4" w, 1 1/4" d  
pockets display pam-  
phlets, paperbacks,  
maps. Tan enameled  
wire. 22" h, 15" w,  
9 1/2" d. 61-152 .. \$8.75  
3 or more, \$8.25 ea.

# PAMPHLET GUIDE

## FREE-STANDING FLOOR RACKS



### DOUBLE-FACED FREE-STANDING UNITS, 60" HIGH

Model No.	Type of shelf	No. of Shelves	Width	Price
61-178	Magazine	8	36"W	\$103.00
61-180	Magazine	8	42"W	125.00

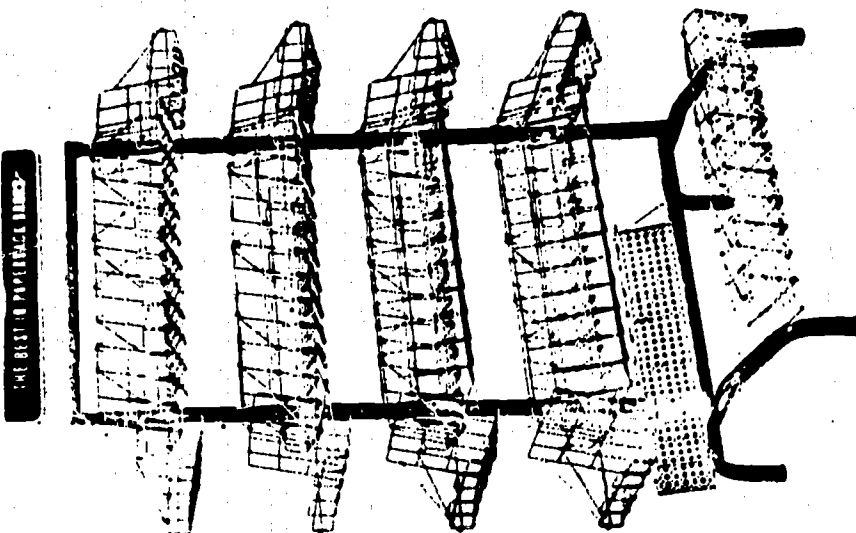
### ROLL-AWAY UNITS

Model No.	Price
61-179	\$118.50
61-181	141.50

### SINGLE-FACED

Model No.	Type of shelf	No. of Shelves	Price
61-220	36" Magazine	4	\$64.00
61-221	42" Magazine	4	75.00

Nashville Display  
Manufacturing Company  
Box 491  
Nashville, TN 37202



Model No.	Description	No. of Shelves
GPM-20	Double Wide	20

Shelf Finish	Weight	Price
Black	90 1/2 lbs.	\$74.18

## PAMPHLET GUIDE

WHERE DO YOU DISPLAY PAMPHLETS?	DO YOU GIVE PAMPHLETS AWAY OR CIRCULATE THEM?	Decide whether you want to give your pamphlets away or circulate them. You may decide to give away some and circulate the rest.  <i>Giving Pamphlets Away</i>  Why you should give pamphlets away: <ul style="list-style-type: none"><li>• The disadvantaged adult can take them home and keep them and feel a sense of ownership.</li><li>• They circulate informally among the adult's friends, neighbors, and family.</li><li>• Many pamphlets are free or inexpensive so you can obtain many copies.</li><li>• It is not worth the expense in time to circulate them.</li></ul> <i>Things to remember when giving away pamphlets:</i> <ul style="list-style-type: none"><li>• You will have to order in bulk.</li><li>• You will have to reorder replacement copies continually.</li><li>• You will have to keep track of the subjects and titles that are popular so you know what to reorder.</li><li>• You may want to retain at least one copy of each title for reference work.</li></ul>
<p>These are just a few of the commercial racks available. These and other supply houses have catalogues of their equipment. You can find a display rack to suit your library's individual needs and budget. You may find that equipment manufacturers use fancy names like "Literature Organizer" to describe pamphlet racks. Sometimes a greeting card rack, paperback book rack or magazine rack will make an excellent pamphlet rack.</p> <p>Display pamphlets prominently:</p> <ul style="list-style-type: none"> <li>• In the library             <ul style="list-style-type: none"> <li>—near other coping skills materials</li> <li>—near the circulation desk or counter</li> <li>—in a reading room</li> <li>—in the foyer</li> <li>—in a browsing corner</li> <li>—in the rest rooms</li> </ul> </li> <li>• In an adult learning center</li> <li>• On the bookmobile</li> <li>• In deposit collections</li> <li>• In agencies that serve disadvantaged adults.</li> <li>• In waiting rooms of bus depots, train stations, doctor's offices, etc.</li> <li>• Among materials sent to ABE classes</li> </ul>		

## Circulating Pamphlets

## Why you should circulate pamphlets:

- You may not have a large collection of pamphlets that you can give away.
- You may not be able to buy in bulk.
- You may not have the facilities for duplication.
- Circulation cards provide a record of what is popular and in demand.

## Things to remember when circulating pamphlets:

- Point out to the disadvantaged adult that these materials are his own for the allotted time. This will instill a sense of ownership in the user and the material will be handled carefully.
- Don't send overdue notices or charge overdue fines. Overdue fines represent a large portion of the disadvantaged adult's income, and notices may alienate him from library services.
- It is easier for the user if the date due for pamphlets and books is the same.

**Will your library be going to circulate pamphlets, you have to decide how you**

will keep track of them and what records you will keep. You may already have a circulation system for pamphlets. You may have to help the disadvantaged adult fill out whatever circulation forms your library uses.

If you have never used pamphlets before, there are some ways to circulate them: The type of charge slip you use will depend upon how much information you want about the pamphlets being taken out. Here are a few examples:

- Treat pamphlets as miscellaneous material. Record on a charge slip the borrower's name, date due and number of pamphlets taken out. The same card can be used again.

NAME	No.	Date Due
Lee E. Co.	3	8-1-73
Sam Smith	4	9-9-73
Sue Jones	1	10-7-73

[illegible]

- You might consider the subject (copying skill category) of the pamphlets taken out. This would help to discover those subjects that are popular and may need restocking. You would use one card per user.

9-31-73

**Date Due:**

Name Marilyn Jones

## Subject

No.

1	1
3	3

- You may want to know exactly what pamphlets are popular. You can then reorder by title rather than by subject.

12-13-73

Date Due:

Lana Litch

Name:

# THIR

How to Make Lent A Super  
Lent. See  
Chicago News

## PAMPHLET GUIDE

A few libraries treat pamphlets like books and paste pockets with cards on each pamphlet. This would allow the library to know quickly each item checked out. But there are a number of drawbacks that could make this method impractical:

- It is costly both in staff time and money to put pockets on each pamphlet.
- Some pamphlets are so small that there isn't room for a pocket.
- The lifetime of a pamphlet is so short that it is not practical to paste on a pocket.

### Checking Pamphlets Out

Because pamphlets are small and several can be checked out at a time, large envelopes should be provided to carry them. There are envelopes you can buy that are made for this purpose. If you do not want to buy new envelopes, old mailing envelopes can be used.

Write the name of the borrower and stamp the due date on a prominent place on the outside. You should also write how many pamphlets are inside. This will help the patron to gather the pamphlets together when he is ready to return them. It will also help the librarian to quickly check in the material.

## WHAT TO READ

If you do not want to stamp the outside of the envelope, you can slip a date due card in with the pamphlets. However, there is the danger that this card will get lost.

Another way is to stamp each individual pamphlet with the date due. This will also help you to know which pamphlets are in demand by the number of times it has been stamped.

The following articles and books are suggested if you would like more information on pamphlets:

Ferguson, Ruth B., and Ferguson, Elizabeth. "Keeping Up with Pamphlets." *Library Journal*. 86:1642-44 (April 15, 1961)

Goldsmith, S. "Defense Rests: Don't Sell Pamphlet Collections Short." *School Libraries*. 18:17-18. (Summer, 1969)

Lieberman, S. "Vertical File Jobbers Do Exist." *RQ* 11:48-49 (Fall, 1971)

Lyman, Helen Hagnenor. *Library Materials in Service to the Adult New Reader*. Chicago: American Library Association, 1973. pp. 515-516.

Miller, Shirley. "From Abacus to Zoos." *Library Journal*. 92:4477-4479. (December 15, 1967).

## PAMPHLET GUIDE

Miller, Shirley. *The Vertical File and Its Satellites, a Handbook of Acquisitions, Processing and Organization*. Littleton, Colorado: Libraries Unlimited, Inc., 1971.

Veitch, N. F. "Free and Inexpensive." *RQ* 12:64-65. (Fall, 1972).

Wells, D. P. "Vertical Files Sources." *RQ* 10:150-5. (Winter, 1970).

**APPALACHIAN ADULT EDUCATION CENTER  
BUREAU OF RESEARCH AND DEVELOPMENT  
MOREHEAD STATE UNIVERSITY  
MOREHEAD, KENTUCKY**

**LIFE COPING SKILLS MATERIALS LIST**

**Categories and Sub-categories  
June, 1973**

**ADVOCACY**

Arrests  
Civil Rights  
    Bill of Rights  
    Civil Rights Movement  
    Legal Rights Under the Law  
    General  
Consumer Rights (See Consumer Economics: Consumer Rights)  
Legal Aid

**AGING**

Aging Process  
    Emotionally  
    Mentally  
    Physiologically  
Burial Insurance (See Insurance: Burial Insurance)  
Care of the Aged in the Home  
Death  
Funerals  
Nursing Homes and Rest Homes  
Programs, Organizations, and Agencies for the Aging  
Medicare (See Health: Health Cost Medicare)  
Social Security (See Insurance: Social Security)  
Other



Retirement

Activities and Recreation

Benefits

Education

Employment (See also Jobs: Occupational Information)

Housing

Planning

Wills

## **CHILDREN**

Adolescence

Adoption

Babysitting

Birth and Genetic Defects (See Health: Birth and Genetic Defects)

Breast and Bottle Feeding

Child Abuse

Childbirth (See Health: Childbirth, Labor, Midwifery)

Child Development

Child Health Care (See also Health: Disease Information)

(See also Health: How to Select and Obtain Health Services)

Child Rearing

Development of Verbal Skills

Discipline

Drop-Out Prevention

Emotional Problems in Children (See also Health: Mental Health)

(See also Family: Conflict)

(See also Family: Crisis)

Foster Care

Gifted Children

Playing with your Children

Premature Babies

Prenatal Care (See Health: Prenatal Care)

Raising Children Alone

Retarded Children (See also Health: Retardation Prevention  
(See also Health: Prenatal Care)

Selection of Child Care Facilities

Sex Education (See also Family: Sexual Relations)

Success and Failure in School

Teaching Children to Handle Emergencies (See also Family: Safety Planning)

## **COMMUNITY**

Censorship

Citizenship: Naturalization

Citizen's Responsibilities

Community Organizations (See Community: Organizations, Resources, Services)

Community Projects

Jury Duty

Public Office

Social Action

Voting, Vote Buying

Community Hazards

Community Organizations, Resources, and Services

Child Services

Churches

Employment

Fire

Legal Aid (See Advocacy: Legal Aid)

Licensing Bureaus

Police

Public Health

Public Library Services

Referral Services

Schools

Volunteers

Water

Welfare, (See also Consumer Economics: Food Stamps)

Dealing with Police  
Emergency Services  
Disaster Action  
Red Cross  
Salvation Army  
Telephone Hot Lines  
Ethnic Centers and Groups  
Government: Local, State, National  
How to Participate In and Use the Democratic Process  
Juvenile Delinquency  
Keeping Informed: Media, TV, Radio, Newspapers, Magazines  
Military Service  
Parliamentary Procedures  
Re-entry from Institutions  
Corrections  
Sanatoria  
Veterans  
Social Problems of the Community  
Busing  
Crime  
Environment, Ecology (See also Health: Pollution)  
Street Safety  
Zoning  
Street Gangs

## **CONSUMER ECONOMICS**

Advertising  
Auctions  
Bankruptcy  
Banks and Banking  
Checking  
Savings  
Bartering  
Buying Guides

Car Buying: New and Used  
Comparison Buying: Values in Purchasing  
Appliances  
Clothing (See also Family: Home Management Care of Clothing)  
Drugs  
Food  
Furnishings and Accessories  
Consumer Magazines  
Consumer rights: Gypping  
Counterfeits  
Credit Bureaus  
Credit Unions  
Discount Store Buying  
Farm Equipment Purchases  
Food Stamps (See also Community: Community Organizations, Resources, Services; Welfare)  
Fraud  
Garnishments  
Housing Repair and Maintenance (See Housing: Maintenance & Repairs)  
Interest Rates  
Investing Money  
Land Buying and Selling  
Loans: Borrowing Money  
Easy Credit  
FHA Loans  
Juice Rackets  
Loan Companies  
Mail Order Loans  
Mail Order Catalog Buying  
Money Management  
Budgeting  
Charge Accounts  
Credit Cards  
Installment Buying  
Rebates  
Retail Processes  
Warranties and Guarantees

## **EDUCATION**

Career Planning (See Jobs: Career Planning)

Educational Institutions

Colleges and Universities

Community Colleges

Vocational and Technical

Finding A Job (See Jobs: Finding a Job)

How to Apply to Educational Institutions

How to Study

How to Take A Test

Locating Information

Self-Education

Education Credit for experience

Educational Loans, Scholarships, and Assistance Programs

Educational Programs for Adults

G.E.D., High School Equivalency Diploma

## **FAMILY**

Brothers and Sisters: Sibling Relationships

Care of the Aged in the Home (See Aging: Care of the Aged in the Home)

Common Law Marriages

Death, Funerals & Wills (See Aging: Death)

(See Aging: Funerals)

(See Aging: Wills)

Divorces and Separations

Extended Family: Cousins, Uncles, Grandparents, etc.

Family Conflict (See also Children: Emotional Problems in Children)

Family Crisis

Family Recreation (See Leisure: Recreation, Family)

Handling Close Personal Relationships, i.e. Intimacy

(See also Relating to Others: Handling Intimacy)

Home Health Care (See Health: Home Health Care)

## Home Management

Budgeting (See Consumer Economics: Money Management Budgeting)

Care of Clothing

Decorating

Food Preparation: Canning, Freezing, Cooking

Furnishing

Home Gardening: Flowers and Vegetables

House Cleaning

Remodeling (See Housing: Remodeling)

Identifying Strengths and Weaknesses in the Family

In-Laws

Marriage Roles

Safety Planning

Fires

Home Accidents, Poisons, etc.

Tornadoes (See also Community: Emergency Services)

Sexual Relations

Unwed Parents

Working Women (See Jobs: Working Women)

## HEALTH

Aging (See Aging: Aging Process)

Alcoholism

Birth & Genetic Defects

Black Lung (See Chronic Disease Respiratory)

Childbirth, Labor, Midwifery

Chronic Diseases

Arthritis

Cancer

Diabetes

Heart

Hypertension

Respiratory

Death (See Aging: Death)  
Dental Care  
Disease Information (See also Health: Chronic Diseases)  
Disease Prevention  
Cancer (See also Health: Smoking)  
Heart Disease  
Immunization, Innoculation  
Respiratory Disease  
Drug Abuse  
Exercise  
Faith Healing  
Family Planning  
Abortion  
Birth Control  
Fertilization and Sterility  
Sterilization  
First Aid  
Generic Drugs and Laws  
Handicapped, Mental and Physical  
Health Costs  
Doctors  
Hospital  
Medicaid  
Medical Assistance (See Community: Community Organizations, Resources & Services: Welfare)  
Medicare  
Private Health Insurance (See Insurance: Health Insurance)  
Home Health Care  
Home Remedies, Medicinal Herbs  
How to Select and Obtain Medical Services  
Dental  
Doctors  
Emergency

## Hospitals

Medical Clinics (See also Community: Community Organizations, Resources & Services:

### Public Health

#### Mental

How to Talk with A Doctor

Insect Control

Menopause

Mental Health (See also Children: Emotional Problems in Children)

Nutrition

Old Wives' Tales

Patent Medicines: Over the Counter Medicines

Personal Hygiene (See also Self: Personal Care and Grooming)

Physiology and Anatomy (See also Health: Preserving your Health)

Physiology of Lifting

Back Problems

Hernias

Pollution (See also Community: Social Problems of the Community Environment, Ecology)

Prenatal Care (See also Children: Premature Babies)

Prescriptions

Preserving your Health

Sight

Hearing

General

Quackery

Rehabilitation

Retardation Prevention (See also Children: Retarded Children)

Sanitation (See also Community: Community Hazards)

Smoking

Storing Medicine (See Family: Safety Planning)

Veneral Diseases

Weight Problems

Diets

Overweight

Underweight

Weight-watching plans

What to Expect at the Hospital



## **HOUSING**

Buying and Selling

Decorating (See Family: Home Management Decorating)

Fire Prevention (See also Insurance: Fire Insurance)

(See also Family: Safety Planning)

Furnishings (See Family: Home Management Furnishings)

(See Consumer Economics: Comparison Buying Furniture & Accessories)

Home Building

Maintenance and Repairs

Owner's Liabilities and Responsibilities

Remodeling

Renting

Trailers

Utilities

## **INSURANCE**

Burial Insurance

Disability Insurance

Fire Insurance

Health Insurance

Homeowners Insurance

Life Insurance

Mortgage Insurance

Motor Vehicles Insurance

Private Pension Plans

Renters Insurance

Social Security

Workmen's Compensation (See Jobs: Workmen's Compensation)

## **JOBS**

- Agricultural Jobs**
  - Cooperatives**
  - Farming**
  - Land Use**
  - Sharecropping, Tenant Farming**
  - Woodland Management**
- Application Forms**
- Applying for a Job**
- Assessing Your Own Skills, Talents, and Interests**
- Career Planning**
- Child Care Facilities, Selection of (See Children: Selecting Child Care Facilities)**
- Civil Service Information**
- Distinguishing Between Good and Bad Jobs:**
  - Facilities, Fringe Benefits, Hours, Wages**
- Employee's Responsibilities**
- Employer's Responsibilities (See also Advocacy: Civil Rights)**
- Employment Agencies**
- Find a Job (See also Jobs: Career Planning)**
  - (See also Jobs: Occupational Information)**
- Holding a Job (See also Relating to Others: Getting Along with Others)**
- Job Discrimination (See also Relating to Others: Dealing with Discrimination)**
  - (See also Advocacy: Civil Rights)**
- Job Safety**
- Losing A Job (See also Jobs: Unemployment)**
- Occupational Information**
- Private Pension Plans (See Insurance: Private Pension Plans)**
- Seasonal Jobs**
- Social Security (See Insurance: Social Security)**
- Training and Re-training Programs (See also Education: Educational Institutions)**
- Unemployment**
- Unions**
- Upgrading on the Job (See also Jobs: Holding a Job)**
- Working Women**
- Workman's Compensation**

## **LEISURE**

Astrology

Cultural Activities: Music, Performing Arts, etc.

Dancing

Fortune Telling

Gambling

Games

Handicrafts

Hobbies

Parks

Playing with your Children (See Children: Playing with Your Children)

Radio (See Leisure: TV-Radio-Movies)

Recreation

Indoor

Outdoor: Camping, Fishing, Hunting, Swimming, etc.

Sewing

Sports

TV-Radio-Movies

Using Leisure Time Effectively

Vacations

## **RELATING TO OTHERS**

Communication

Correct Speech Usage

Giving Directions

Listening

Public Speaking

Taking Directions

Use of Telephones

Writing letters, reports, etc.

Entertaining

Friendship

## Getting Along with Others, Interpersonal Relationships

Accepting Help

Dealing with Conflict

Dealing with Criticism

Dealing with Discrimination

Dealing with Unwanted Advances

Fighting Fairly

Getting Acquainted

Helping Others

Meeting People

Working with Others

Handling Intimacy (See also Family: Handling Close Personal Relationships)

Listening to Others

Love

Manners and Etiquette

Neighbors

Respecting the Ideas and Beliefs of Others

Sexual Relations (See also Family: Sexual Relations)

Sportsmanship

Understanding Others

Attitudes

Culture

Ethnic Background

Religion

## RELOCATION SKILLS

Church

Community Services (See Community: Organizations, Resources, Services)

Employment (See also Jobs: Finding a Job)

Establishing Credit

Food Shopping

Housing

Moving, Expenses, Methods

Neighbors (See Relating to Others: Neighbors)

Schools

## SELF

Changing Yourself  
Church Affiliation  
Decision Making  
Describing Feelings  
Etiquette (See Relating to Others: Manners & Etiquette)  
ESP  
Ethnic Studies  
Goal Setting, Planning, and Achievement  
Living Alone  
Meaning of Life  
Personal Adjustment  
Personal Care and Grooming (See also Health: Personal Hygiene)  
Personal Ethics, Values, Morals, Standards  
Personal Problem Solving  
Self Esteem  
Self Evaluation  
Self Understanding  
Sensitivity to Yourself and Others--How You Come Across  
Suicide  
Superstition  
Understanding What Makes Me the Way I Am: Heredity and Environment  
Women's Liberation Movement (See also Jobs: Working Women)

## TAXES

Income Tax  
City  
Federal  
State  
Local Taxes  
Sales Tax  
Social Security (See Insurance: Social Security)  
Unemployment (See Jobs: Unemployment)  
Workmen's Compensation (See Jobs: Workmen's Compensation)

## **TRANSPORTATION**

**Car Pools**

**Defensive Driving**

**Driver's Licenses (See also Community: Organizations, Resources & Services: Licensing Bureaus)**

**Elevators**

**Highway Safety**

**Maps**

**Overnight Accommodations**

**Routing**

**Stations**

**Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information**

**Air**

**Bicycles**

**Boats**

**Buses**

**Cars**

**Hitchhiking**

**Motorcycles**

**Taxis**

**Trains**

# LIBRARY SERVICE GUIDES IN DEVELOPMENT BY THE APPALACHIAN ADULT EDUCATION CENTER

1. The Selection of Special Materials for Disadvantaged Adults\*
2. The Assessment of Community Information and Service Needs\*
3. The Effective Use of Pamphlets with Disadvantaged Adults\*
4. Rotating or Deposit Collections of Special Materials for Disadvantaged Adults\*
5. Utilizing Volunteers to Expand Library Services to Disadvantaged Adults
6. Book-By-Mail Services: Moving the Library to Disadvantaged Adults
7. Evening and Weekend Hours: Expanding Library Services to Disadvantaged Adults
8. The Library as a Community Information and Referral Center
9. Planning the Expansion of Library Services to Disadvantaged Adults
10. Working with Library Trustees to Expand Library Services to Disadvantaged Adults
11. Reader Guidance Services for Disadvantaged Adults
12. The Recruitment of Disadvantaged Adults: Effective Publicity
13. Conducting Field Trips and Tours to the Library for Groups of Disadvantaged Adults
14. ABE—What is It: Kentucky, Alabama, South Carolina, West Virginia
15. The Relationship of Disadvantaged to Library Services
16. In-service Training of Personnel to Serve Disadvantaged Adults
17. Cooperation Between Adult Basic Education and Libraries
18. Book or Human Problems Talks: A Technique for Encouraging Library Materials Usage by Disadvantaged Adults
19. Adult Education in the Library
20. Techniques for Teachers: Teaching the Application of Basic Skills to Everyday Life Problems
21. Bookmobile Services: Moving the Library to Disadvantaged Adults
22. Expanding Library Services to the Elderly
23. Coordinating with College-Level Examination Programs
24. Effectively Displaying Materials to Disadvantaged Adults
25. Audio-Visual Orientations to Libraries for Disadvantaged Adults
26. Expanding Library Services to Mental Institutions
27. Expanding Library Services to Correctional Institutions
28. Interagency Cooperation Between the Library and Agencies that Serve Disadvantaged Adults
29. Utilizing Student Help to Expand Library Services to Disadvantaged Adults
30. High School Equivalency Preparation Programs in the Library
31. Adjusting School Libraries for Adult Student Use: Cooperation with Public Libraries
32. Working with Elected Officials to Expand Library Services to Disadvantaged Adults
33. Speaker's Bureaus for Disadvantaged Adults
34. Public Library Services to Young Disadvantaged Adults
35. Maintaining Separate Collections within the Library for Disadvantaged Adults

**APPALACHIAN ADULT EDUCATION CENTER - Bureau of Research and Development**  
**Morehead State University**  
**Library Training Institute**  
**EVALUATION OF LIBRARY SERVICE GUIDES**

State: \_\_\_\_\_ Library: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Guide: \_\_\_\_\_

Your name: \_\_\_\_\_ Position: \_\_\_\_\_

**FORMAT**

1. Was the guide easy to use?      ☐ yes      ☐ no
2. Was the print large enough?      ☐ yes      ☐ no
3. Did you like the way it looked?      ☐ yes      ☐ no

**PRESENTATION**

Was the writing style of the guide:

1. Informational?      ☐ yes      ☐ no
2. Service oriented?      ☐ yes      ☐ no
3. Too technical?      ☐ yes      ☐ no
4. Contain too much jargon?      ☐ yes      ☐ no
5. Easy to read?      ☐ yes      ☐ no
6. Understandable?      ☐ yes      ☐ no
7. Too long?      ☐ yes      ☐ no

**CONTENT**

1. Was the information in the guide the information you needed?
2. Was there enough specific detail about how to do it?
3. Was there too much detail?
4. Could you apply the information to your activities?
5. Could you tell others how to do it after reading the guide?
6. Were the charts, outlines or questionnaires understandable?

☐ yes      ☐ no  
☐ yes      ☐ no  
☐ yes      ☐ no  
☐ yes      ☐ no  
☐ yes      ☐ no  
☐ yes      ☐ no

**OTHER COMMENTS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES**

Were the suggested readings of any use to you?      ☐ yes      ☐ no



[illegible]



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